


Advanced Technologies and
Laboratories International, Inc.



CY 2013
Voluntary Protection Program
Annual Self-Assessment
WA-MU-13-001

 1-29-14

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INTRODUCTION

During the months of September through October 2013, Advanced Technologies and Laboratories International, Inc. (ATL) conducted a self-assessment of the organization's Voluntary Protection Program (VPP) using the Hanford Site VPP self-assessment standardized process. The Assessment Team consisted of a Team Lead (Chemical Technologist and Hanford Atomic Metal Trades Council [HAMTC] Safety Representative), one person from ATL Administration, a Chemical Technologist, and an ATL management sponsor. The Team Leader for the Assessment Team was current in Computer Based Training course 172029, "Assessment Techniques" and provided direction to other Assessment Team members. The self-assessment consisted of three assessment techniques:

Employee Surveys: The Hanford General Employee Training (HGET) VPP/ISMS Safety Culture Survey is completed annually by all employees who have worked for ATL for more than a year.

Team Interviews: At least two Assessment Team members were present in each of 43 interviews conducted with the selected ATL employees, chosen at random from the employee pool. Job positions of those interviewed included four job classifications: Chemical Technologist (15), Exempt (17), Administrative/Non-Exempt (3), and Manager/Supervisor (8). The list of interviewees was divided so as to allow questioning regarding each of the five tenets of VPP. Interviewees were requested to evaluate for activities only observed or conducted in the last 12 months.

Programmatic review of VPP-related Documentation: The Assessment Team reviewed related documentation to match VPP program requirements with ATL implementing documents. Included were ATL-MP-1021, *ATL Voluntary Protection Program Steering Committee Team Charter*, and ATL-MP-1023, *ATL Zero Accident Council (ZAC) Charter*. Additionally, assessments conducted for the Worker Safety and Health Program, (WSHP), ISMS, and Lessons Learned, as well as the Monthly Health and Safety Inspections were also reviewed.

ASSESSMENT TEAM

Assessment Team Lead:

T. A. Murphy, Chemical Technologist/HAMTC Safety Representative

Assessment Team Members

M. M. Soto, Project Management Administrative Assistant/VPP Co-Chair

K. J. Tunnell, Chemical Technologist/VPP Co-Chair

W. J. Leonard, Environment, Safety and Health Manager/VPP POC

SUMMARY

The U.S. Department of Energy (DOE) awarded ATL a contract in January 2005 to perform the analytical services production functions of receiving, handling, analyzing, storing samples, performing special analyses/tests, and reporting the results of these analyses and tests to the contractors of DOE offices at the Hanford Nuclear Reservation. These functions are currently performed under the oversight of the DOE Office of River Protection (ORP) at the 222-S Laboratory Complex. The 222-S Laboratory Complex was a DOE VPP Star Site at the time of contract assumption. However, since ATL assumed only a portion of the work scope for 222-S, a separate VPP Star status was pursued. ATL was subsequently awarded VPP Star status in March 2008. ATL received this accolade as the only independent small business prime contractor to DOE at that time to achieve VPP Star status. In January 2010, ATL began working under a new contract for analytical work in the 222-S Laboratory Complex; known as the Laboratory Analytical Services & Testing (LAS&T), Contract DE-AC27-10RV15051. ATL was recertified as a DOE VPP Star Site by DOE-HQ VPP on March 13, 2011.

The interface agreements between ATL and the Washington River Protection Solutions LLC require close coordination and communication to run an effective Integrated Safety Management System (ISMS). Generally speaking, ATL is responsible for analytical services and testing, while WRPS is responsible for the facility maintenance and related infrastructure. There are exceptions to each work scope, so daily turnover meetings involving both companies are conducted to establish continuity and safe operations. Often, Laboratory Operation procedures and program aids are jointly-owned. Committees such as As Low As Reasonably Achievable (ALARA) and company safety committees (ATL's ZAC/VPP Team and WRPS's Employee Accident Prevention Council) are attended by employees from both companies. ATL has developed and will continue to develop specific safety documents or programs to the extent necessary to carry out its ISMS and VPP Programs.

Since receipt of the DOE VPP Star Site status in 2008, ATL has continued the practice of conducting an annual VPP worker led self-assessment. The VPP Self-Assessment is defined by ATL's Assessment Policy, ATL-MP-1020, *Assessment Program*, as a Worker Assessment. As such, the implementing procedure is ATL-312, Section 9.01, "Performance of Operational Awareness Assessments, Method Assessments, Worker Assessments and Surveillances." In December 2012, ATL conducted the CY 2012 VPP self-assessment (WA-MU-12-001). Each of the five tenets scored *Excellent* overall. The results from this year's assessment were compared to last years to determine the overall health of ATL's VPP/ISMS program. Once again, each of the five tenets resulted in an overall score of *Excellent*. The results from this comparison are included below.

The CY 2013 VPP Self-Assessment data indicate that ATL's strong safety culture and operational excellence places the company among one of the best in the nation, having received the EHS Today Magazine – America's Safest Companies Award, the VPP Star of Excellence Award, and the VPP Outreach Award (as part of ATL's involvement in the Hanford Site VPP Champions Committee) this past year. Having said that, ATL is a learning organization and continues to strive for improved performance. Opportunities for improvement were identified

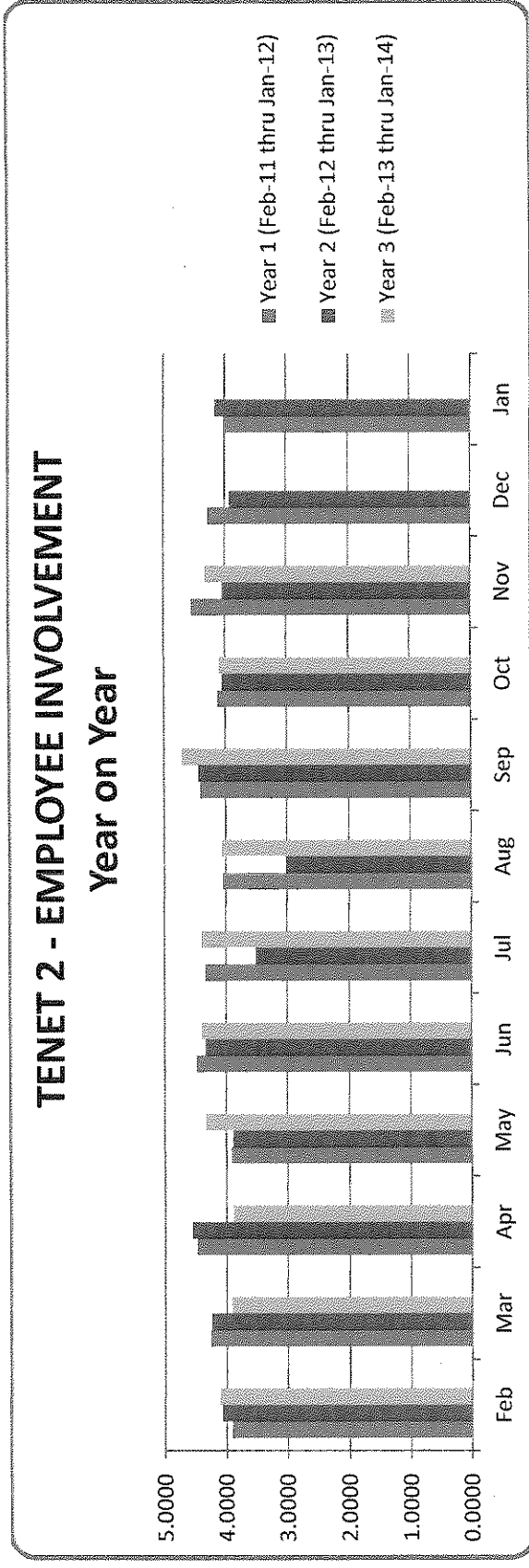
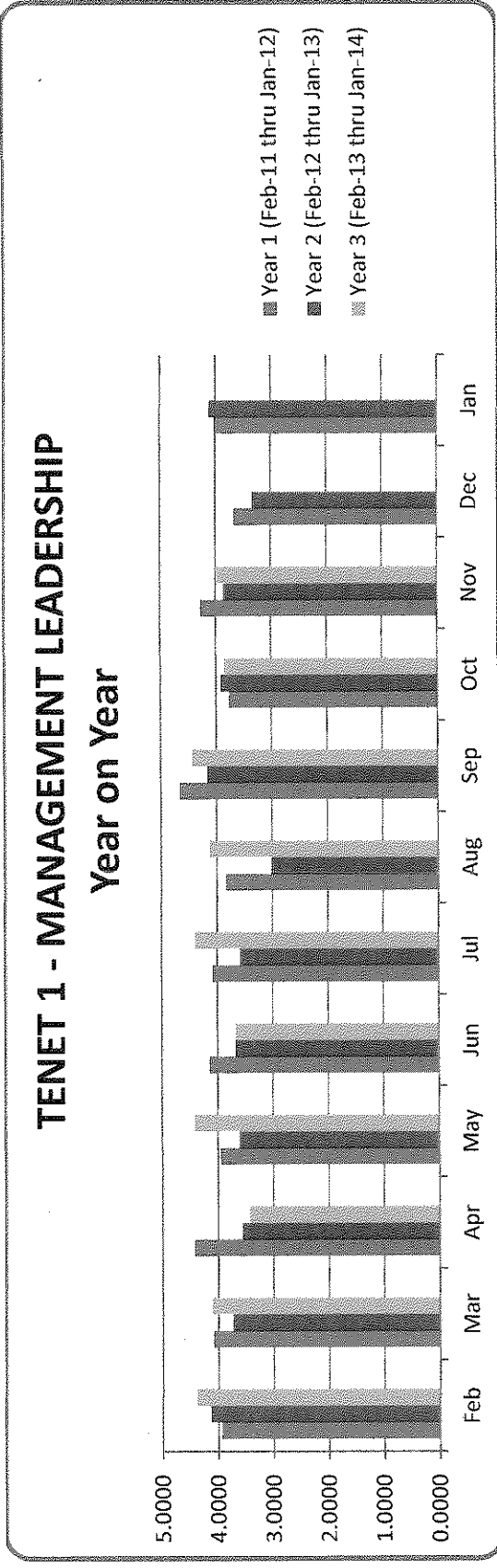
relating to the five tenets of VPP which will be championed by the ZAC and VPP Steering Committee over the coming year.

ELECTRONIC SURVEY RESULTS

The electronic survey data source came from our Hanford General Employee Training (HGET) VPP/ISMS Safety Culture Survey. This survey provides us the ability to track staff perceptions closer to real time. In the Safety Culture Survey ATL was rated at or above the Agree level across all VPP tenets, with many individual questions receiving a rating between the Agree and Strongly Agree level. ATL saw improvement in the question; “Senior management (above your manager) visits your workplace” which was rated neutral with an average score of 2.9 last year whereas in CY 2013 this same question received an average score of 3.5. This is likely due to the increased presence of the Laboratory Manager who had committed to spending time in the Lab on a routine basis. The overall results of the average scores for CY 2013 are included in Table 1 below. Table 2 shows a year to year comparison for each of the five tenets.

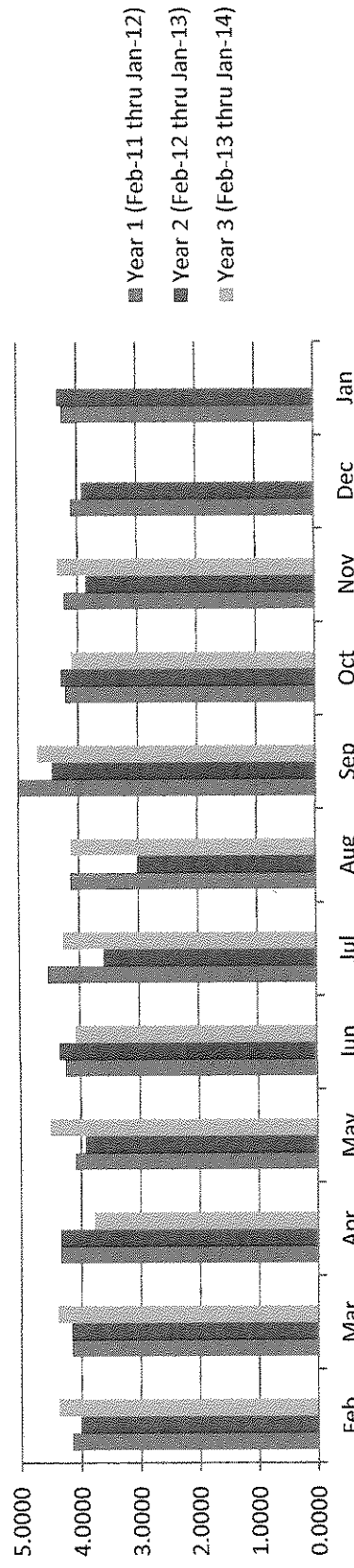
Table 1: HGET VPP/ISMS Safety Culture Survey Responses		Relative Score
1	Efforts to improve safety are encouraged, recognized, and responded to.	4.3
2	Your manager demonstrates a commitment that all accidents can be prevented.	4.3
3	Senior management (above your manager) visits your workplace.	3.5
VPP Tenet 1: Management Leadership		Overall Score = 4.0
4	You are involved in decisions affecting your safety and health.	4.2
5	You are aware of you Safety Council's / Local Safety Improvement Team's activities.	4.1
6	You are knowledgeable of your company's safety and health policies and procedures.	4.2
VPP Tenet 2: Employee Involvement		Overall Score = 4.2
7	Worksite safety inspections are being conducted in your work area.	4.4
8	Responses to your reports of hazards are timely and adequate.	4.1
9	You have been involved with safety analysis e.g. Automated Job Hazard Analysis (AJHA), Ergonomic Evaluations Pre-Job Reviews Enhanced Work Planning (EWP).	4.3
VPP Tenet 3: Worksite Analysis		Overall Score = 4.3
10	Personal Protection Equipment, work practices and/or engineering controls support your ability to work safely.	4.4
11	Workplace rules and standards are known, understood, and applied consistently.	4.1
12	Equipment in your work area is properly/adequately maintained for safe operation.	4.1
VPP Tenet 4: Hazard Prevention and Control		Overall Score = 4.2
13	You are adequately trained to recognize the hazards you are exposed to and how you can protect yourself.	4.3
14	The safety and health training you receive is appropriate for your job.	4.2
15	I am confident my coworkers know what to do and where to go in an emergency at our work location.	4.1
VPP Tenet 5: Safety and Health Training		Overall Score = 4.2
Additional Questions Relating to VPP and ISMS:		
16	ISMS and VPP function together and provide the framework for safe work performance	4.2
17	You use work-related safety principles when dealing with off-the-job hazards	4.2
Point values: Strongly agree = 5, Agree = 4, Neither Agree or Disagree = 3, Disagree = 2, Strongly Disagree = 1		

Table 2: Tenet Year to Year Comparison



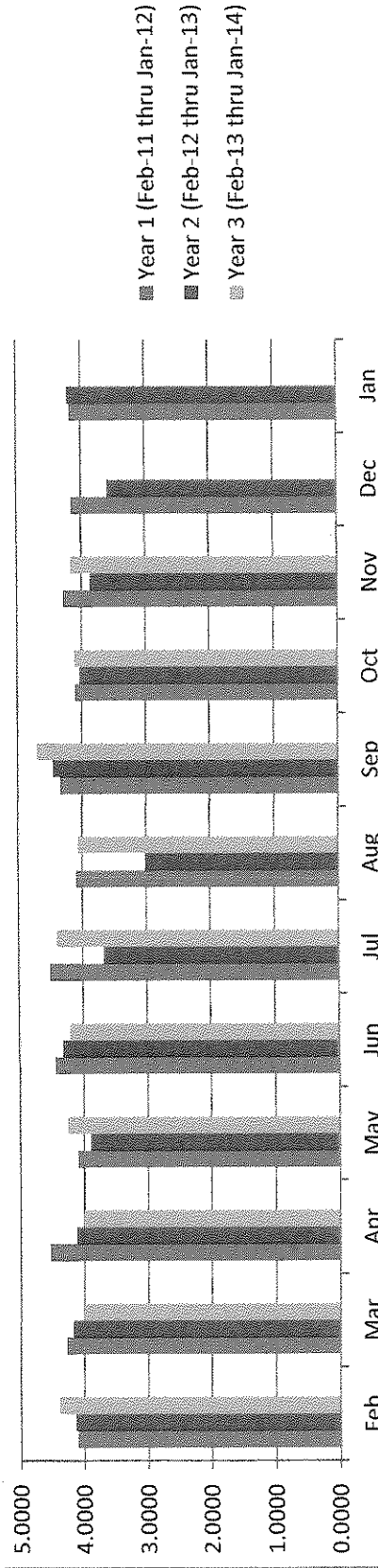
TENET 3 - WORK SITE ANALYSIS

Year on Year



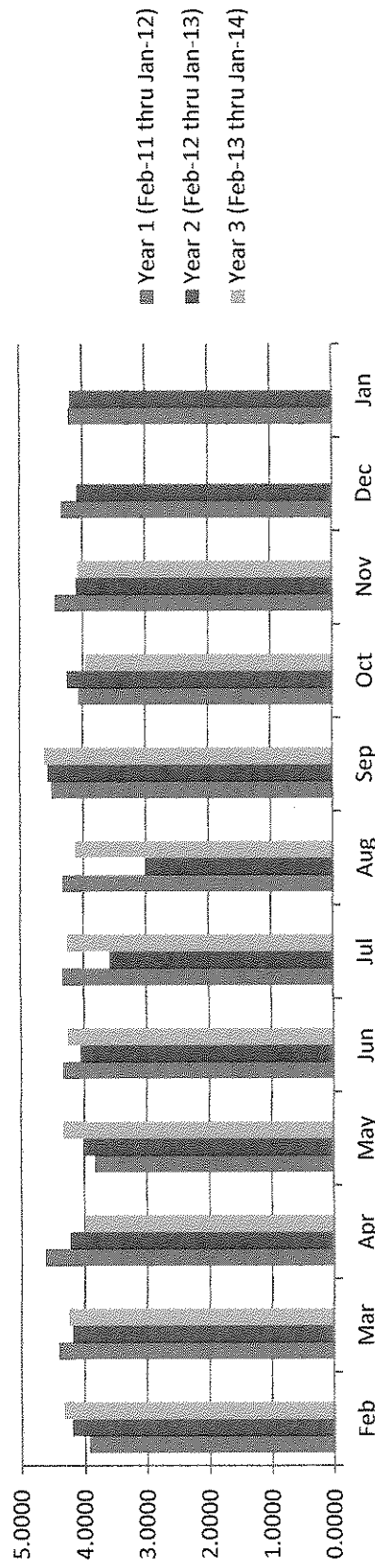
TENET 4 - HAZARD PREVENTION AND CONTROL

Year on Year



TENET 5 - SAFETY AND HEALTH TRAINING

Year on Year



EMPLOYEE INTERVIEW RESULTS

Following question formats from the VPP Assessment Guides, the VPP Assessment Team conducted 43 interviews (approximately 61% of current staff) from each of the following four job classifications: Chemical Technologist (15), Exempt (17), Administrative/Non-Exempt (3), and Manager/Supervisor (8). The list of interviewees was divided so as to allow questioning regarding each of the five tenets of VPP. Interviewees were requested to evaluate for activities only observed or conducted in the last 12 months.

The interview questions involved each of the five VPP tenets that comprise an effective VPP Program. Generally speaking, there are thirty-two sub-elements that define the content of all five VPP tenets. Two of the sub-elements were considered not to be applicable to ATL's Health and Safety Program at 222-S. These sub-elements are: 1) Sub-element 11: Subcontractor Employee Coverage and 2) Sub-element 26: Ongoing monitoring and preventive/predictive maintenance. Each of these two sub-elements' topics falls outside the scope of ATL's responsibilities. ATL hires no subcontractors to do analytical work within 222-S and by contract defers all maintenance work to the 222-S Facility Operator, i.e., WRPS.

The resultant interview ratings (as reviewed and condensed by the VPP Assessment Team) are largely based on the interview responses. Each sub-element is given a rating from 1 to 10. A key for what those ratings indicate is displayed below.

RATING	NUMBER
Poor	0-1
Fair	2-4
Good	5-7
Excellent	8-10

The CY 2013 combined scores for each of the five tenets is shown below. A comparison to last year's CY 2012 scores is included.

VPP TENET	SCORE	LAST YEAR SCORE
Management Leadership	9.3	8.9
Employee Involvement	9.8	8.6
Worksite Analysis	8.7	8.2
Hazard Prevention & Control	9.3	9.0
Safety and Health Training	9.5	9.5
Overall Average.	9.3	8.8

This year's VPP self-assessment results indicate that ATL has seen a slight increase in overall scores when compared to last year. This was likely the result of the extra effort that's been put in on the part of the employees taking more ownership for the health and safety programs as well as a re-energized safety committee. This past year the Safety Awareness Focus Team (SAF*T)

changed its name to the Zero Accident Council (ZAC) to be more in line with other DOE safety committees across the complex. The Co-Chairs of the ZAC and VPP Steering Committee rotated leadership responsibilities for facilitating the monthly meetings and ensuring that employees were attending and involved in resolving any safety issues – not only owning them but facilitating their resolution. Open safety issues were periodically reviewed along with the status of the Safety Improvement Plan initiatives. Both the ZAC and VPP Charters were reviewed and updated this past year by the Co-Chairs. Continued emphases were placed on ergonomics and chemical hazards which are the primary hazards that employees can be exposed to in the work environment here at the Lab. Two new items were focal points this past year, one being improvement in procedure compliance (which included efforts to identify and correct procedure inaccuracies) and the other was improving the interaction between the Chemists, Chemical Technologists, and Safety Professional during the performance of Laboratory Worksite Hazard Analysis. Both of these initiatives have resulted in improved procedure compliance and hazards analysis. Although the ratings for this year were better than last year, and maintained an *Excellent rating*, ATL is a learning organization and continues to strive to improve on the tenets of VPP, which will result in continued improvement in the overall Safety Culture of ATL.

What was noteworthy about the rating results from the VPP Self-Assessment this year was that the assessment occurred at a time when ATL was undergoing contract negotiations with the bargaining unit, along with the uncertainty of funding (sequestration). See additional details below for each of the VPP Tenets evaluated during this year's worker led VPP Self-Assessment.

SUMMARY OF RESULTS FOR EACH VPP TENET AND ITS SUB-ELEMENT

Management Leadership

9.3 - Excellent

The following sub-elements were reviewed and scored during this assessment:

1. Policy/Commitment	8.6
2. Goals and Objectives	7.0
3. Planning	9.6
4. Written Safety and Health Program	10
5. Adequacy	10
6. Responsibilities Assigned and Communicated	10
7. Responsible Personnel Have Authority	10
8. Line Accountability	9.0
9. Visible Management Involvement	9.1
10. Site Orientation and Accountability	10
11. Subcontractor Employee Coverage	N/A
12. Safety and Health Program Evaluation	9.6

ATL's Management Team, including First Line Managers and Field Work Supervisors, consistently demonstrated ownership of the health and safety programs. Not surprisingly this was more evident when it came to laboratory operations activities where the health and safety programs are designed to deal with higher hazard conditions. However, that being said, office workers expressed confidence in management as well regarding their leadership in implementing the health and safety programs. All managers demonstrate responsibility for health and safety

for themselves, as well as their employees. One of the biggest strengths identified was that employees felt empowered by their managers to resolve health and safety concerns.

Last year's VPP Self-Assessment identified "Goals and Objectives" (6.0) and "Visible Management Involvement" (8.0) as the lowest rated sub-elements in this tenet. It was noted by the assessment team that both sub-elements scored much better this year at 7.0 and 9.1 respectively. While "Goals and Objectives" scored slightly better this year (7.0) when compared to last year (6.0), it was recognized by the assessment team that we could do a better job of communicating the status of our Safety Improvement Plan actions as well as communicating ATL's overall Safety Goals with its employees. And while there was noted improvement with senior management's presence in the lab, the assessment team felt that this momentum needed to continue into next year.

The following Opportunities for Improvement were identified:

- Communicate the status of Safety Improvement Plan (SIP) actions to employees on a quarterly basis.
- Improve the communication of ATL's Safety Goals and Objectives to employees.
- Continue to improve senior management presence in the lab

The following program areas were determined to be exemplary:

- Management Review, VPP Self-Assessment, ISMS Review, and Worker Safety & Health Program assessments are done every year.
- Safety councils and teams are very involved with all aspects of the Health and Safety Program. The VPP Self-Assessment is worker led.
- H&S responsibilities are communicated, employees and management are very aware of their H&S responsibilities.

Employee Involvement

9.8 - Excellent

The following sub-elements were reviewed and scored during this assessment:

- | | |
|---|-----|
| 13. Employees involved in H&S program and decisions | 10 |
| 14. Employees participate in Safety Committees, Safety Inspection Teams, etc. | 10 |
| 15. Employees identify and help resolve issues | 9.5 |

Overall employees felt involved in ATL's Health and Safety Program, especially in regards to a feeling of ownership regarding the program. They participate in resolving health and safety issues, they participate in the monthly safety inspections throughout the 222-S Complex, they help organize and participate in the Annual Safety Expo, and schedule, facilitate, and attend the monthly ZAC/VPP (Safety Committee) meetings. They appreciate that ATL has a strong recognition program that rewards employees for their involvement in health and safety activities. And while it was noted that there was improvement last year with employee participation in Safety Committees (rated at 7.3), this year's rating scored significantly better (10) due in large part to the revitalization efforts of our ZAC/VPP Co-Chairs, HAMTC Safety Representative, and management involvement as indicated by their increased attendance at the monthly ZAC/VPP meetings and their encouragement of their staff to attend. Another contributing factor in the

improved score was the efforts that went into the revisions to the ZAC and VPP Steering Committee Charters.

The following Opportunities for Improvement were identified:

- ATL needs to help all employees feel that their feedback has been heard and considered. Non lab employees need to feel valued in the H&S program as well.

The following program areas were determined to be exemplary:

- All employees show ownership of the H&S program. They feel able and encouraged to report hazardous conditions without fear of reprisal.
- Employees are involved at all levels of the H&S program.

Worksite Analysis

8.7 - Excellent

The following sub-elements were reviewed and scored during this assessment:

16. Health and safety surveys	9.5
17. Potential hazards identified for new systems, equipment, and processes	8.3
18. Safety inspection process	9.4
19. System for reporting hazards without fear of reprisals	9.6
20. Accident investigation system	8.5
21. Trend analysis to identify problems	7.2

This tenet rated slightly higher this year, 8.7 compared to 8.2 last year. Improvement was seen in the CY 2013 sub-elements “Health and safety surveys”, “Potential hazards identified”, “System for reporting hazards without fear of reprisals”, and “Accident investigation system”. And while there was improvement noted in the sub-element “Accident investigation system” employees still felt that we could do a better job of providing timely feedback on the details associated with near miss events, occupational injuries and illness events, and event investigation results and associated lessons learned.

There was a noticeable drop in “Trend analysis to identify problems” due to an acknowledgement from the assessment team that “formal” trend analysis is not done for things like the Safety Issues Log, monthly safety inspections, and room owner inspection checklists. Issues associated with these items are communicated and “informal” trending is done by personnel responsible for reviewing and dispositioning identified issues. Formal trend analysis is performed for First Aid Cases, Days Away, Restricted, or Transferred (DART) and Recordable injuries and illnesses, as well as the Quarterly Performance Analysis Report which trends all issues entered into ATL’s CAMPATS database for both reportable and non-reportable issues. An opportunity exists to identify other potential H&S leading indicators for trending.

Last year employees indicated that the hazards analysis process (Laboratory Worksite Hazards Analysis) was being done in a fragmented way, rather than a group effort that provided more interactive involvement on the part of the Technical Authority, procedure user, and the Safety Professional. This year the Team Approach to hazards analysis was implemented and

communicated to ensure that for new and significantly revised procedures, the Team Approach would be used. This likely accounted for the improved rating for the sub-element "Potential hazards identified".

The assessment team, along with the ORP IH representative, recognized an improvement opportunity regarding the procurement of chemicals. Currently the WRPS Safety Professional approves all chemical procurements. Because the ATL Safety Professional is responsible for review/approval of procedures and their associated hazards analysis, as well as the Employee Job Task Analysis (EJTA) (which includes potential exposure to chemicals), an improvement opportunity exists to involve the ATL Safety Professional in the chemical procurement process to make the Safety Professional aware of any new chemicals being introduced to the lab.

Room owners continue to conduct walk-throughs of their assigned areas of responsibility, analyzing worksite conditions and taking action to correct identified issues. In addition to this periodic inspection, all ATL employees working at the 222-S Complex get an opportunity to participate in the Monthly Health and Safety Inspections facilitated by the WRPS H&S Professional. The results of these inspections have self-identified various H&S issues requiring corrective action.

The electronic Safety Issues Log generated and posted on the ATL website continues to provide employees the ability to see what safety concerns and issues had been reported and to check the status of actions taken. All new and open issues are reviewed at the monthly ZAC/VPP meetings and employees participate in the resolution of many of the issues identified.

The following Opportunities for Improvement were identified:

- The ATL Safety Professional needs to be included in the chemical procurement process.
- ATL needs to continue to mature the Team Approach to the LWHA process.
- Near miss events, occupational injuries/illness events, and event investigations and associated lessons learned need to be communicated in a timelier manner.
- Develop Health and Safety Leading Indicators for trending purposes.

The following program areas were determined to be exemplary:

- ATL uses the Safety Issues Log to track items to closure that are entered into the safety logbook and brought to management's attention.
- Items can be entered into the safety logbook anonymously. Items can also be brought to their manager, the Safety Professional, or the HAMTC Safety Representative.
- Employees are recognized for their efforts in support of the H&S program (via the employee recognition program).

Hazard Prevention and Control

9.3 - Excellent

The following sub-elements were reviewed and scored during this assessment:

22. Certified safety and industrial hygiene professionals	9.5
23. Appropriate level of hazard control	10
24. Administrative controls	8.0
25. Programs for reward and discipline	8.0

26. Ongoing monitoring and preventive/predictive maintenance	N/A
27. System for initiating and tracking hazards	9.8
28. Emergency response program	9.5
29. Occupational medical program	10

There was a slight improvement in this tenet's rating from CY 2012 (9.0) to CY 2013 (9.3). The sub-element "Appropriate level of hazard control" improved from 9.0 to 10 this past year with employees indicating that they feel they are involved in the identification of hazards and associated controls to protect the workers. There was a significant change in the sub-element "System for initiating and tracking hazards" from 6.5 to 9.75. This was likely due to greater employee involvement as well as briefings conducted by QA to communicate the CAMPATS system for initiating/documenting issues (including hazards and non-compliances) and tracking them to closure.

Regarding the sub-element "Emergency response program", this year's rating was high indicating that employees have a high regard for the Emergency Preparedness Program at the 222-S Complex. And, while additional Operational Drills were developed and performed to ensure ATL employees maintain proficiency in responding to laboratory upset conditions, they also indicated that they would like to see more drills performed. This effort will continue in CY2014.

Sub-element "Occupational medical program" also scored high this year by ATL employees in recognition of the Hanford Site Occupational Medical Program, which includes an active role by our Case Manager (ATL Safety Professional) in conducting a comprehensive assessment of workplace injuries, as well as a proactive approach towards the performance of laboratory and office ergonomic evaluations and implementation of corrective actions to prevent injuries to our employees. Employees commented that we do a great job in identifying and correcting the causes of workplace injuries and specifically cited an example of ergonomic problems being followed up on and effectively managed.

The sub-element "Administrative controls" was rated at 9.1 last year compared to this year's rating of 8. Included in this sub-element is the development and use of procedures to implement hazard controls to protect employees. Trending near the end of CY 2012 and into CY 2013 identified unsatisfactory performance due to a series of non-compliances with requirements. In many cases these non-compliances were the result of personnel not consulting the "Reference Use" procedure when performing activities and were unaware that their actions were in non-compliance with the requirements. While many of the non-compliances were considered minor with no significant impact, a comprehensive Common Cause Analysis was conducted to identify the common factors that were contributing to these procedure non-compliances. All ATL employees were involved in the effort to discuss the results of this analysis and contributed in the development of a comprehensive corrective action plan to improve performance. By the end of CY 2013 ATL had seen a significant reduction in procedure non-compliances, as well as a concerted effort on the part of Technical Authorities and procedure users to submit changes to improve the content of procedures.

“Programs for reward and discipline” saw a drop in this past year’s rating from 9.6 to 8.0. The assessment team determined that employees are well aware of ATL’s employee recognition programs for rewarding employees; however, they acknowledged that most employees are not familiar with the disciplinary policy which ultimately resulted in the reduced rating this year. An improvement opportunity exists to ensure employees are aware of ATL’s disciplinary policy.

The following Opportunities for Improvement were identified:

- The disciplinary policy is not periodically presented to employees (all employees are not necessarily aware of the policy).
- Further improvement is still needed on communicating the results of actions taken to resolve safety issues and concerns to the employees who identified the issue.

The following program areas were determined to be exemplary:

- Workers are involved and understand the hazard identification and control processes. Work force participation is clearly evident.
- Ergonomics throughout the Lab and office areas is regularly evaluated by the ATL Safety Professional.

Safety and Health Training

9.5 - Excellent

The following sub-elements were reviewed and scored during this assessment:

- | | |
|---|-----|
| 30. Management understanding of safety and health responsibilities | 9.9 |
| 31. Supervisory understanding of safety and health responsibilities | 9.9 |
| 32. Employees receive training sufficient to identify hazards | 8.7 |

The scoring for this tenet remained consistent with last year. Employees indicated that management, and specifically that First Line Managers and Field Work Supervisors, have an excellent understanding of their health and safety roles and responsibilities, set a good example on how to be safe, and reinforce employee H&S training.

Employees indicated that they are well aware of the hazards associated with the work they perform. Employees understand the need for, and use of, PPE to protect against identified hazards. They ensure their safety through the use of RWPs that identify radiological hazards and the associated controls needed to protect them from those hazards. Employees are trained how to respond to emergency situations and are involved in emergency and operational drills to practice and develop proficiency in responding to abnormal events. An improvement opportunity identified by the assessment team was that not all employees know how to check the status of their training.

The following Opportunities for Improvement were identified:

- Provide employees information on how to obtain the status of their training.

The following program areas were determined to be exemplary:

- Employees feel that managers model their H&S roles and responsibilities well. They assist in hazard evaluations and reinforce employee H&S training. Management does well at explaining work procedures.

PROGRAM HIGHLIGHTS

Statistical Injury/Illness Performance

ATL Injury/Illness CY 2013 Year End Statistics with Repetitive Motion Cases			
	Goal	CYTD*	PTD**
Total Recordable Case Rate (TRC)	<3.6	0.0	2.18
Days Away, Restricted, or on Job Transfer (DART)	<1.35	0.0	1.09
ATL Injury/Illness CY 2013 Year End Statistics without Repetitive Motion Cases			
	Goal	CYTD*	PTD**
Total Recordable Case Rate (TRC)	<3.6	0.0	1.45
Days Away, Restricted, or on Job Transfer (DART)	<1.35	0.0	0.55
*Calendar year to date (January through November 2013)			
**Performance to date (May 2005 through November 2013)			
FY 2013 POMC's established DOE EM Stretch Goals of <1.1 TRC and <0.6 DART			

There were no recordable or lost workday cases reported in CY 2013. The last TRC/DART case was on February 12, 2011. ATL achieved both the company established goals (compared to the industry average) as well as the DOE EM stretch goals which were part of the FY 2013 ISMS Performance Objectives, Measures, and Commitments (POMCs). As of 11/30/13 ATL has worked 378,418 hours (and 1,053 days as of 12/31/13) since the last recordable or lost workday case. This is the best performance by ATL since coming to the Hanford Site in May 2005. A celebration was held on 12/18/13 to celebrate the safety milestone of working greater than 1,000 days without a recordable injury or lost workday case, as well as celebrate recent Safety Awards received which included: EHS Today Magazine's America's Safest Companies Award; VPP Star of Excellence Award; and, VPP Outreach Award. While it is important to celebrate these important accomplishments, a concerted effort must be made to ensure employees report "all" work related injuries and illnesses so proper action can be taken at the lowest event level possible (near miss and first aid events) to prevent more serious events from occurring.

VPP Program Continuous Improvement

VPP Continuous Improvement is sought and implemented through four main avenues of implementation, as prescribed in ATL-MP-1021, *ATL VPP Steering Committee Charter*:

- Formal Joint Commitment Goal: The VPP Steering Committee is based on interactions with the workforce, the ZAC, and with management. The combined ZAC/VPP Team monthly meetings have had some changes in its agenda, focusing more on identification and resolution of health and safety issues and identification of opportunities for improving the program through the development of VPP and ZAC Awareness Campaigns. This meeting is also used to status the Safety Improvement Plan, assessing the actions in progress to determine their continued validity and determine if additional

actions are needed. Injuries and illnesses are also discussed along with actions taken (or to be taken) and feedback is provided by employees regarding any additional actions that might be needed. Additionally, this meeting discusses the progress made in implementing the IH chemical sampling strategy; as well as reviewing the status of safety issues and concerns documented on the Safety Issues Log for any new and completed items. A summary of these topics are documented in meeting minutes and disseminated to all ATL employees as well as occasionally presented to all employees at scheduled All Employee Meetings. Lastly, this monthly meeting is used to identify/recognize employees who have actively participated in ATL's Health and Safety Programs, earning STARZ points that enable them to earn STARZ Certificates and gift cards as a reward for their contribution and involvement in ATL's Health and Safety Programs.

- Self-Assessment: ATL has a commitment to perform a VPP Self-Assessment of the Health and Safety Program annually. An electronic survey (HGET Safety Culture Survey) is conducted and employees are selected at random for interviews. Both are conducted with assured anonymity. The assessment also includes a review of past year's Room Owner walk-throughs, Monthly Health and Safety Inspections, and a review of other Health and Safety program related assessment results, including the ISMS and the Worker Safety and Health Program (WSHP). The results from these assessments are considered when developing the annual VPP Self-Assessment Report. The preliminary results from the VPP Self-Assessment were provided to the ZAC and VPP Team for consideration in the development of the CY 2014 Safety Improvement Plan.
- Safety Improvement Plan (SIP): In conjunction with the ZAC, the results of the VPP Self-Assessment are merged into a SIP and each improvement opportunity is tracked to completion through ATL's corrective action management system. Last year's VPP Self-Assessment, ISMS Assessment and WSHP Assessment resulted in 30 SIP actions, and had grown into 60 actions when monthly or quarterly recurring actions are included. All but 1 action was completed by the end of CY 2013. This action was included in the draft CY 2014 SIP (see below). The CY 2013 SIP and final status are also included below:

ATL Calendar Year (CY) 2013 Safety Improvement Plan (SIP)				
Management Leadership		Actionee	Status	CAMPATS Number
1.	Establish and track company goal and performance indicators (PI) for Total Recordable Case (TRC) and Days Away, Restricted, or on Job Transfer (DART) <ul style="list-style-type: none"> • Goal: ZERO Injuries Every Day • TRC PI: < 1.1 per 200,000 hours • DART PI: < 0.6 per 200,000 hours 	DeLaughder	COMPLETED 12/12/13	ATL-2013-0024.1 Ref. POMC SC-1.1.1 and SC-1.2.1
2.	Maintain radiological exposure to ALARA: <ul style="list-style-type: none"> • Whole Body Exposure \leq 1.3 Person Rem • Extremity Exposure \leq 26 Person Rem 	Leonard	COMPLETED 11/11/13	ATL-2013-0024.2 Ref. POMC SC-2.4.1 and SC-2.4.2
3.	Ensure evacuation routes/staging areas are communicated at All Employee Meetings and that a Safety Topic is first on the Agenda.	Leonard	COMPLETED 12/17/13	ATL-2013-0024.3
4.	Provide communications/leadership training to all First Line Managers.	Wyse	COMPLETED 12/31/13	ATL-2013-0024.4
5.	Ensure ES&H goals are posted and physical locations are communicated to employees.	Leonard	COMPLETED 6/18/13	ATL-2013-0024.5
6.	Ensure employee injury events and the lessons to be learned are shared with all employees.	Leonard	COMPLETED 12/17/13	ATL-2013-0024.6
7.	Improve communications with employees regarding the location of the Safety Issues Log and ensure action is taken to communicate the closure of their reported safety issues.	DeLaughder	COMPLETED 6/24/13	ATL-2013-0024.7
8.	Improve the timeliness for issuing formal Event Investigation Reports from Fact Findings and dissemination of results to all employees.	Leonard	COMPLETED 12/12/13	ATL-2013-0024.8
9.	Senior management to perform a quarterly laboratory walk-down.	Hansen	COMPLETED 12/13/13	ATL-2013-0024.9
Employee Involvement		Actionee	Status	CAMPATS Number
1.	Promote/support health & wellness campaigns, i.e., wellness walks, stretch-n flex, healthy snack week, hydration, participation in site challenges	Maling McLaughlin	COMPLETED 12/27/13	ATL-2013-0024.10
2.	Post ZAC/VPP Champions meeting minutes by the end of each month to the ATL webpage and communicate their availability to all ATL employees.	Stultz	COMPLETED 12/31/13	ATL-2013-0024.11
3.	Send out meeting reminder notices to ZAC/VPP Champions members to improve attendance at the monthly meetings.	Stultz	COMPLETED 12/10/13	ATL-2013-0024.12
4.	Support at least two ATL employees in attending a Region X or higher VPPPA conference.	Leonard	COMPLETED 9/5/13	ATL-2013-0024.13
5.	Evaluate and status ATL SIP initiatives quarterly at the monthly ZAC/VPP Champions meeting and communicate results to All ATL Employees.	Maling McLaughlin	COMPLETED 12/27/13	ATL-2013-0024.14
6.	Update the ZAC Charter and communicate the information to ZAC committee members.	Maling McLaughlin	COMPLETED 11/14/13	ATL-2013-0024.15
7.	Update the VPP Charter.	M. Soto Tunnell	COMPLETED 11/12/13	ATL-2013-0024.16

ATL Calendar Year (CY) 2013 Safety Improvement Plan (SIP)				
Worksite Analysis		Actionee	Status	CAMPATS Number
1.	Evaluate the Laboratory Worksite Hazard Analysis (LWHA) form, and training course #172275, and revise, if required, to provide a more simplified format and training for employees.	DeLaughder	COMPLETED 9/12/13	ATL-2013-0024.17 Ref. POMC WP-1.1.1
2.	Evaluate the LWHA process for improvement by conducting them as a group (Chemist, Chem Tech, Safety Professional, etc.) whenever possible, and make changes, if required.	DeLaughder	COMPLETED 10/10/13	ATL-2013-0024.18 Ref. POMC WP-1.1.2
3.	Ensure ATL employees are made aware of their scheduled participation in the monthly safety inspections facilitated by WRPS Safety.	Leonard	COMPLETED 12/17/13	ATL-2013-0024.19
Hazard Prevention and Control		Actionee	Status	CAMPATS Number
1.	Encourage Chem Techs to periodically perform Reference Use procedures as Continuous Use to identify any procedure content errors and/or prevent procedure non-compliance.	Schroeder Noyes Duchsherer Hansen	COMPLETED 10/17/13	ATL-2013-0024.20 ATL-2013-0024.21 ATL-2013-0024.22 ATL-2013-0024.23
2.	Provide awareness training for the Corrective Action Management System (CAMPATS).	Sanwald	COMPLETED 4/24/13	ATL-2013-0024.24 Ref. POMC QA-1.5.1
3.	Evaluate the Corrective Action Management System (CAMPATS) to include user-friendliness, effectiveness, and efficiency of the program.	Sanwald	COMPLETED 7/1/13	ATL-2013-0024.25
Safety and Health Training		Actionee	Status	CAMPATS Number
1.	Conduct a minimum of 2 VPP Awareness Campaigns.	M. Soto Tunnell	COMPLETED 12/9/13	ATL-2013-0024.26 Ref. POMC SC-2.2.3
2.	Conduct a minimum of 2 ZAC Safety Awareness Campaigns.	Maling McLaughlin	COMPLETED 12/27/13	ATL-2013-0024.27
3.	Conduct a minimum of 2 Chemical Hygiene Awareness Campaigns.	Hieb	COMPLETED 12/11/13	ATL-2013-0024.28
4.	Provide training (required reading, etc.) on how to access and review the training portal.	Camp	INCOMPLETE To be added to the CY2014 SIP	ATL-2013-0024.29
5.	Conduct Operational Drills to improve proficiency in responding to abnormal events and conditions.	Leonard	COMPLETED 12/17/13	ATL-2013-0024.30 Ref. POMC SC-2.2.7

ATL Calendar Year (CY) 2014 Safety Improvement Plan (SIP)				
Management Leadership		Actionee	Due Date	Status/CAMPATS Number
1.	Establish and track company goal and performance indicators (PI) for Total Recordable Case (TRC) and Days Away, Restricted, or on Job Transfer (DART) <ul style="list-style-type: none"> • Goal: ZERO Injuries Every Day • TRC PI: < 1.1 per 200,000 hours • DART PI: < 0.6 per 200,000 hours 	DeLaughder	12/31/14	
2.	Maintain radiological exposure to ALARA: <ul style="list-style-type: none"> • Whole Body Exposure \leq 1.2 Person Rem • Extremity Exposure \leq 24 Person Rem 	Leonard	12/31/14	
3.	Improve the communication of ATL's Health and Safety Goals and Objectives to employees.	Leonard	3/20/14	
4.	Evaluate and status ATL SIP initiatives quarterly at the monthly ZAC/VPP Champions meeting and communicate results to All ATL Employees.	ZAC/VPP Co-Chairs	12/31/14	
5.	Senior management to perform a quarterly laboratory walk-down.	Hansen	12/31/14	
Employee Involvement		Actionee	Due Date	Status/CAMPATS Number
1.	Promote/support health & wellness campaigns, i.e., wellness walks, stretch-n flex, hydration, participation in site challenges	ZAC/VPP Co-Chairs	12/31/14	
2.	Support at least two ATL employees in attending a Region X or higher VPPPA conference.	Leonard	9/30/14	
3.	Ensure ATL employees are made aware of their scheduled participation in the monthly safety inspections facilitated by WRPS Safety.	Leonard	12/31/14	
Worksite Analysis		Actionee	Due Date	Status/CAMPATS Number
1.	Implement FY14 Sample Analysis Plan for IH monitoring. (Base line chemicals and Hazard controls)	DeLaughder	9/4/14	
2.	Develop trending for Health and Safety Program performance, including leading indicators.	DeLaughder	4/15/14	
3.	Include the ATL Safety Professional in the chemical procurement process (to ensure that employee EJTs are up to date, consideration is given for analysis of hazards, any needed controls, and/or the need for baseline sample analysis).	Schroeder	2/26/14	
4.	Communicate near miss events, occupational injuries/illnesses, event investigations, and associated lessons learned to all applicable employees in a timely manner.	Leonard	12/31/14	

ATL Calendar Year (CY) 2014 Safety Improvement Plan (SIP)				
Hazard Prevention and Control		Actionee	Due Date	Status/CAMPATS Number
1.	Communicate the company disciplinary policy to all ATL employees.	Leonard	4/15/14	
2.	Communicate the capability for issue identifiers to track their identified issues and/or actions in CAMPATS; follow status changes – including action(s) taken and completion dates; as well as actions that can be taken by issue identifiers should they disagree with the action(s) taken to disposition their issue, including any recourse or means to document their dissenting opinion	Wyse	3/19/14	
3.	Evaluate 222S Chemical inventory with a focus on aged containers. Identify and disposition items without justification for retention. Communicate results in total containers identified for disposition and as a percentage of the total chemical inventory.	Hieb	12/31/14	
Safety and Health Training		Actionee	Due Date	Status/CAMPATS Number
1.	Conduct a minimum of 2 VPP Awareness Campaigns.	VPP Co-Chairs	12/31/14	
2.	Conduct a minimum of 2 ZAC Safety Awareness Campaigns.	ZAC Co-Chairs	12/31/14	
3.	Conduct a minimum of 2 Chemical Hygiene Awareness Campaigns.	Hieb	12/31/14	
4.	Provide information to employees on how to access their training plan (training portal) and determine their training status.	Camp	4/20/14	
5.	Conduct Operational Drills to improve proficiency in responding to abnormal events and conditions.	Leonard	12/31/14	

- VPP Awareness Activities: The awareness activities are the fourth avenue for VPP continuous improvement. Maintaining STAR status is not just about compliance; ATL's VPP program must continue exhibiting excellence in its Health and Safety Programs which leads to improvement in ATL's Safety Culture. VPP awareness activities include (but are not limited to) the following three categories:

1) VPP and ZAC Awareness Campaigns: These campaigns can encompass various VPP, Safety, and Health awareness activities for presentation, implementation and feedback opportunities. This past year ATL initiated a "Why Take A Chance?" campaign to emphasize the need for employees to not take chances and to follow procedures and safety rules. Another campaign was "Check Twice...It Could Be Ice." This campaign came out of the Hanford Site VPP Champions Committee to remind employees of the hazards associated with icy conditions.

Three ZAC awareness campaigns were issued regarding Traffic Safety. They dealt with the consequences of accidents and the need to perform a 360 degree vehicle pre-use walk-around; wear seatbelts at all times while the vehicle is in motion; follow the speed limit, obey all traffic safety signs; report all vehicle accidents and damage, and avoid distracted driving caused by cell phones (texting), eating, drinking, etc., and to steer clear of aggressive driving. "Parking Lot Safety" was also emphasized as part of a Traffic Safety awareness campaign this past year.

Another awareness campaign titled "Safety Tips For Enjoying Your Fireworks" was issued just prior to the Fourth of July holiday celebration to ensure employees and their families remained safe while being around or using fireworks.

In the summer a "Sun Exposure" awareness campaign was issued to educate employees on how to protect themselves from potentially harmful effects of sun exposure. A quiz was included to test employee knowledge and earn a STARZ point.

Just prior to the start of the new school year an awareness campaign titled "School Bus Safety" to remind all employees to be mindful of the presence of children and the rules regarding stopping for a school bus.

Lastly, the VPP Steering Committee issued five awareness campaigns to employees to refresh them on the 5 tenets of VPP.

2) ZAC/VPP Team recruitment activities: Increased participation/attendance at the monthly ZAC/VPP monthly meetings occurred this past year. In CY 2013 a new VPP Co-Chair was recruited replacing JimaLee Painter. Kelsey Tunnell came on board and provided valuable participation at the monthly meetings, as well as supporting this year's VPP Self-Assessment as an assessment team member. Also, in December 2013 efforts began to recruit candidates to run for the CY 2014 ZAC and VPP Co-Chair positions which will be voted on in January 2014.

3) VPP training and learning opportunities: Involvement in the Hanford Site VPP Champions Team has enabled ATL to partner with the other Prime Contractors to glean VPP lessons learned, share VPP awareness campaign ideas, and learn how to conduct the VPP Self-Assessment. Also, ATL sent two individuals to the VPP Region X Conference in Spokane, Washington and one individual to the Annual VPPPA National Conference in Nashville, Tennessee to learn more about VPP and how other DOE sites are implementing VPP. Lastly, ATL's VPP Co-Chairs mentored Bechtel National employees from the Vitrification Plant during this year's VPP Self-Assessment to educate them on the process.

MANAGEMENT REVIEW

ATL uses its Management Review Assessment process to self-assess the maturity of various programs, including Environment, Safety, and Health (includes VPP/ISMS/WSHP/LL). This comprehensive Management Assessment is conducted on a fiscal year basis. Some of the ES&H Program accomplishments cited during the presentation were:

- Reduced First Aid Cases
- Reduced Recordable/Lost Workday Cases (Currently at Zero – 1,053 days since the last TRC/DART case)
- Completed FY13 Exposure Assessment and Sampling Strategy
- FY 2013 ISMS Declaration and POMCs submitted and approved by ORP
- ISMS Description revised, submitted, and approved by ORP
- Completed the CY 2013 Annual VPP Self-Assessment and sent report to DOE-HQ
- Completed development of the CY 2013 Safety Improvement Plan
- Revised the LWHA process to provide better linkage between hazards and controls, and emphasize using a Team Approach
- Revised the Ergonomics and LWHA CBT Training
- Provided HPI training to new staff
- Completed assessments on ISMS, SCWE, VPP, WSHP, and Con Ops (Operator Aids, Standing Orders, and Technical Procedures)
- Conducted 7 Operational Drills and 9 Emergency Preparedness Drills to improve lab staff proficiency in responding to laboratory upset conditions
- Conducted surveillances on secondary container labeling
- Completed development of corrective action plan and provided Con Ops training to improve procedure compliance
- Improved the procedure change prioritization process and significantly reduced the procedure change backlog
- Participated in updating and improving the ISMS, Emergency Preparedness, Conduct of Operations, and VPP training modules in HGET, as well as provided input to the development of AGET
- Facilitated the “Fun With Chemistry” Safety Expo participation
- Finalized the Lab Safety Videos for the Chemical/Sample Handling Practices to be used for training
- Received the VPP Star of Excellence Award, VPP Outreach Award, and EHS Today Magazine's - America's Safest Companies Award

DOCUMENTS REVIEW

- ATL-MP-1021, *ATL Voluntary Protection Program Steering Committee Charter*
- ATL-MP-1023, *ATL Zero Accident Council (ZAC) Charter*
- WA-MU-12-001, *CY 2012 VPP Self-Assessment Report*
- Electronic employee HGET VPP/ISMS Safety Culture Survey results for CY 2013
- Monthly Health and Safety Inspections for CY 2013
- Room Owner Inspections for CY 2013
- Employee interview notes/results
- VPP Self-Evaluation Guide notes/results
- WA-ES-12-002, *Integrated Safety Management System – Safety Conscious Work Environment Self-Assessment Report*
- PA-WH-12-005, *Lessons Learned Program Assessment (including WSHP, ISMS, and Conduct of Operations)*
- ATL-2013-07, *Advanced Technologies and Laboratories International, Inc Response to the US Department of Energy Request for Fiscal Year 2012 Integrated Safety Management System and Quality Assurance Declaration.*
- *The 2012 Hanford Organizational Climate and Safety Conscious Work Environment Survey*

WHAT'S NEXT?

ATL-MP-1021, Section 4.3 states, “The improvement initiatives that result from the annual VPP self-assessment will be provided to the ZAC for inclusion in the SIP. The VPP initiatives included in the SIP shall be entered into the CAMPATS and will have a unique identifier for tracking. SIP action status should be discussed quarterly at VPP/ZAC meetings.” This assessment report has identified Opportunities for Improvement (OFI) throughout the report. Nothing was observed to be of a non-compliance nature that would require causal analysis. Each OFI will be reviewed by the ZAC/VPP Team for consideration in the development of the CY 2014 Safety Improvement Plan (SIP). SIP actions will be entered into CAMPATS for tracking purposes (Reference CAMPATS ATL-2014-0003). A copy of this assessment can be found in the Assessment Program files or in the website ATL-Data folders for Worker Assessments.